

**From:** Morrison, Eric D (COT)

**Sent:** Thursday, May 08, 2008 4:42 PM

**To:** COT Technical Contacts; COT Executive Office; CTC Members; COT Customer Relations Branch; KBN Brds & Comm EDs; COT All Change Control; COT OIS DIRECTORS; COT OAD Directors; COT Branch Managers; COT CAB Notification

**Subject:** Change moratorium memo

# Memo

**To:** All Commonwealth IT Management

**From:** Eric Morrison, COT Change Manager

**Date:** 5/8/2008

**Re:** Election Week Moratorium on Changes

## Change Moratorium

The Commonwealth Office of Technology is announcing a "Change Moratorium" from **6pm on May 15, 2008 through 6pm May 22, 2008**. This is to ensure that COT systems are available for election tally and reporting. Only emergency changes that are to alleviate total system outages will be considered for implementation during this timeframe and may be rejected if determination is made that there is possible impact on election systems or the infrastructure that supports it.

Please relay this information to support staff so that work can be planned to avoid this window of change inactivity.

The Commonwealth Office of Technology appreciates your cooperation and understanding.

Thank you,

Eric Morrison

COT Change Manager